

## Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
<b>ONGOING MONITORING OF EXISTING PROVIDERS CA201</b>								
<ul style="list-style-type: none"> <li>Annual review plan and proposed schedule from Quality Assurance Specialist to Services Management Specialist and Community Based Resource Specialist</li> </ul>								
<ul style="list-style-type: none"> <li>Joint findings report from Quality Assurance Specialist to the provider, cc: Case Manager, Services Management Specialist and Community Based Resource Specialist</li> </ul>								
<ul style="list-style-type: none"> <li>Corrective/preventive action plan from ongoing monitoring review from provider to Quality Assurance Specialist</li> </ul>								
<ul style="list-style-type: none"> <li>Community Based Resource Specialist, Services Management Specialist, Quality Assurance Specialist action plan approval or clarification request to provider</li> </ul>								

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<b>ONGOING MONITORING OF EXISTING PROVIDERS CA201</b>								

• Non-response notice from Quality Assurance Specialist to Quality Council, Quality Improvement Committee or Immediate Response Committee								
• Action plan with deadlines from Quality Council, Quality Improvement Committee or Immediate Response Committee								
• Cure letter notice request from Bureau Chief of Contract Administration to OCP								
• Cure letter notice from OCP to provider								
• Provider cure letter notice response to OCP								
• Provider cure letter notice response from OCP to Bureau Chief of Contract Administration								

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<b>ONGOING MONITORING OF EXISTING PROVIDERS CA201</b>								

<ul style="list-style-type: none"> <li>Provider cure letter notice response from Bureau Chief of Contract Administration to Quality Assurance Specialist</li> </ul>								
<ul style="list-style-type: none"> <li>Quality Assurance Specialist verified actions from Quality Assurance Specialist to Bureau Chief of Contract Administration and Community Based Resource Specialist</li> </ul>								
<ul style="list-style-type: none"> <li>Quality Assurance Specialist verified actions from Bureau Chief of Contract Administration to OCP</li> </ul>								
<ul style="list-style-type: none"> <li>Quality Assurance Specialist non-verified actions from Quality Assurance Specialist to Bureau Chief of Contract Administration</li> </ul>								
<ul style="list-style-type: none"> <li>Bureau Chief of Contract Administration request to OCP to terminate provider for default</li> </ul>								